

POSTER & PAPER ABSTRACT SUBMISSIONS & PRESENTATIONS FOR CONFERENCES

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GENERAL GUIDELINES

► *Types of Conferences: Academic, Professional & Institutional*

- Academic Conferences: Graduate students and professors in the field attend and present their research
- Professional Conferences: Attended by professionals in the field (e.g., teachers, publishers)
- Institutional Conferences: Your colleagues from the department or faculty attend and present their research

► *The Abstract: What to Include*

- *Must be tailored to the type of conference at which you are presenting*
- Set up the context of your research → Where does your study take place?
- Set up the problem under investigation → Why is it important to conduct this study?
- Introduce your study → How does your study tackle the problem/gap?
- Briefly mention theory & methodology → Is your study qualitative, quantitative or mixed?
- Describe results (Findings & Discussion) → What did you find & why is it important?
- Conclusion → Implications of your study

► *Abstract Submission: Things to Ensure*

- Be clear & coherent → Have a colleague or professor proofread your abstract prior to submission
- Word/page limit of the abstract/title → Most abstracts require 150-350 words; some have page limits; some even have a word limit on the title
- Is a summary required in addition to the abstract? → Some conferences require a 30-50 word summary along with the 150-350 word abstract: Double check!
- References → Sources may/may not be included in the word/page limit for the abstract
- Jargon/Abbreviations → Will the reviewer know the jargon/abbreviations specific to your field?
- Submission format → Email attachment (MS Word/PDF); Online (upload through conference/organization website); Stylistic issues (font type, font size among others)
- Deadline → Check time-zone of the location of your conference especially if submitting through an automatic submission system online

POSTERS

► *Poster Presentations: What to Include (General Guidelines)*

- Title
- Name & Institution
- Abstract
- Introduction
- Theory & Methods
- Results: Findings & Discussion
- Conclusion: Limitations, Future Directions

► *Poster Creation/Printing Resources:*

- Instructions on how to create a poster:
<http://www.gradpath.uwo.ca/resources/presentation.html>
- Poster printing:
<http://www.edu.uwo.ca/research/research-day/printing.html>

PAPERS

► *Paper Presentations: What to Include (General Guidelines)*

- Title
- Name & Institution
- Introduction
- Theoretical Framework & Literature Review
- Methods
- Results: Findings & Discussion
- Conclusion: Limitations, Future Directions

► *Paper Presentations: Before, During & After*

- Before the presentation:
 - Practice: Does your talk fit into the time limit?
- During the presentation:
 - Make eye contact
 - Use bullet points on slides
 - Avoid reading from your slides
 - Be professional! → Dress well, wear your nametag, keep business cards handy
- After the presentation:
 - Answer questions confidently & clearly
 - Take notes
 - Thank your audience!